

NOTICE OF POSITION

VACANCY

VACANCY NO.: SPRPMO-03-09

OPENING DATE: 05/07/2003

CLOSING DATE: 05/22/2003

NOTE: Applicants are responsible for having the attached supervisory appraisal form completed and returned to the Office of Human Resources, FE-445.3 by close of business 05/27/2003.

Surplus or displaced employees of the Department of Energy (DOE) may request priority consideration under DOE's Career Transition Assistance Plan for vacancies at or below current grade level from which they are being separated by filing a timely application for vacancies for which they are a well-qualified candidate. Surplus or displaced candidates must submit a copy of a Reduction-in-Force separation notice or Certification of Expected Separation plus their current annual performance appraisal in addition to other application material requested by the vacancy announcement.

This is not a Bargaining Unit position.

POSITION: General Engineer, GS-801-13

PROMOTION POTENTIAL: None

SALARY RANGE: \$67,143 - \$87,289 (Salary includes 8.64 percent locality payment)

ORGANIZATIONAL LOCATION: Office of the Project Manager, Strategic Petroleum Reserve, Assistant Project Manager, Maintenance and Operations, Site Operations and Maintenance Division

GEOGRAPHIC LOCATION: New Orleans, Louisiana

AREA OF CONSIDERATION: Nationwide. (In addition, certain veterans and people with disabilities may be considered under special authorities without regard to "status eligibility.") Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants claiming Veteran preference must provide proof of claim with submission of application.

TRAVEL REQUIREMENTS: Approximately 5-10 days a month travel is required.

DUTIES AND RESPONSIBILITIES: Serves as a General Engineer in the Site Operations and Maintenance Division, performing a variety of engineering assignments related to facility planning, site enhancements, operational coordination, and overseeing of the Management and Operating (M&O) contractor's activities at all Strategic Petroleum Reserve (SPR) sites. Serves as the primary point of contact within the Site Operations and Maintenance Division for site support engineering services.

QUALIFICATION REQUIREMENTS: (EDUCATION, EXPERIENCE, AND SELECTIVE FACTORS, (IF ANY))

Applicants must show that they possess 1 year of specialized experience at least equivalent to the GS-12 grade level.

Specialized experience is experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of that position.

DOE IS AN EQUAL OPPORTUNITY EMPLOYER

RANKING FACTORS: Applicants who meet the basic qualification requirements will be further evaluated according to the degree to which they possess or have the potential to acquire the knowledges, skills, and abilities described in the factors listed below. When responding to the KSA's, ask yourself what in your background would indicate you possess each knowledge, skill, or ability. Your response should appear either as part of your application or as a supplement to it. You should also indicate the duration of the activity and who can verify this information. It is to your advantage to respond specifically to the KSA's listed rather than provide general information only. Only the information included in the application will be considered. **Applicants must address each of the following factors in an attachment to their application materials.**

1. Knowledge of professional engineering concepts, principles, and business practices related to project, plant, and facilities operations and maintenance management.
2. Ability to conduct field review, monitor, analyze, and evaluate the effectiveness of contractor performance and contractor's control systems in planning, scheduling, and execution of activities.
3. Skill in written and oral presentations of reports, results of reviews, etc.
4. Ability to develop and maintain effective working relationships with contractors, contract administrators, and the public and private sector.
5. Knowledge of environmental, health, and safety aspects of facility operations, maintenance, and construction.

TO APPLY:

1. Applicants may apply for this position by submitting the following: (a) A current resume or OF-612, Optional Application for Federal Employment form, or SF-171, or any other written format you choose (See Attachment 1 for required application information), (b) Supervisory Appraisal Form, SPRPMO 3335.1, (c) Your most recent annual performance appraisal, (d) Current SF-50, Notification of Personnel Action, (e) Applicants statement of knowledge, skills, and abilities as they relate to the ranking factors (see Ranking Factors above). Applicants should provide all pertinent information regarding experience in current as well as previous positions, awards, commendations, training, etc., in responding to each ranking factor.
2. **Priority Consideration.** Surplus or displaced employees of the Department of Energy (DOE) may request priority consideration under DOE's Career Transition Assistance Plan for vacancies at or below the current grade level from which they are being separated by filing a timely application for vacancies for which they are a well-qualified candidate. See definition of well-qualified candidate under EVALUATION METHODS below. Surplus or displaced candidates must submit a copy of a Reduction-in-Force separation notice or Certification of Expected Separation plus their current annual performance appraisal in addition to other application material requested by the vacancy announcement.
3. **This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Arvel Callwood at (504) 734-4722 or Richard O'Neill at (504) 734-4930. The decision on granting reasonable accommodation will be on a case-by-case basis.**
4. The Supervisory Appraisal Form, SPRPMO 3335.1 must be received by the Office of Human Resources no later than the close of business on 05/27/03 in order to be considered in the rating and ranking process.
5. All applications must be dated no later than the closing date of the announcement.
6. Applications **delivered by hand** must be received in the SPRPMO mail room by the closing date. All applications **mailed via the U.S. Postal Service** must be postmarked by the closing date of the vacancy announcement and received no later than 3 calendar days after the vacancy announcement closing date. To assure that applications are received on time and properly logged in, applications must be processed through the SPRPMO Mail Facility. Application received by Fax or E-mail must be received by the closing date of the announcement.
7. **Applications received in postage-paid Government envelopes will not be considered.**
8. Due to documentation requirements, applications and any attached materials will not be returned.

9. Submit application material to U.S. Department of Energy, Strategic Petroleum Reserve Project Management Office, Office of Human Resources, FE-445.3, 900 Commerce Road East, New Orleans, Louisiana, 70123. For additional information, contact Arvel Callwood at (504) 734-4722.
10. DOE Form 1600.7, (Attachment 2) Applicant Disability, Race/National Origin and Sex Identification (attached) is optional and for statistical purposes only.
11. Please write your name, address, and zip code on the attached Job Application acknowledgment form (Attachment 3) for the acknowledgment of the receipt of your application.

EVALUATION METHODS:

BEST QUALIFIED applicants must (1) meet OPM's basic qualification standards and eligibility requirements, (2) receive an "adjusted rating score" of 93 or above based on an evaluation of information contained in each candidate's application, to include the applicants knowledge, skill, and ability statements, and (3) SPRPMO 3335.1, Supervisory appraisal form.

WELL QUALIFIED applicants must (1) meet OPM's basic qualification standards and eligibility requirements; including experience, positive education (if applicable), and any selective placement factors, (2) receive an "adjusted rating score" of 85-92 based on an evaluation of information contained in each candidate's application, to include the applicants knowledge, skill, and ability statements, and (3) be physically qualified with reasonable accommodations.

Credit will be given for unpaid experience or volunteer work, such as community, cultural, social service, and professional association activities on the same basis as for paid experience. To receive credit, you must show the actual time, such as number of hours per week, spent in each activity.

SUPERVISORY APPRAISAL OF DEMONSTRATED PERFORMANCE

 APPLICANT: _____ POSITION TITLE: General Engineer

 VACANCY NUMBER: SPRPMO 03-09 SERIES AND GRADE: GS-801-13

PLEASE COMPLETE AND RETURN THIS FORM NO LATER THAN MAY 27, 2003, TO

 Personnel Management Specialist: Arvel Callwood
 U.S. Department of Energy
 Office of Human Resources, FE-445.3
 900 Commerce Road East
 New Orleans, LA 70123

Ranking Factors/Basis of Rating <u>1/</u>	Level of Performance <u>2/</u>
1. Factor: Knowledge of professional engineering concepts, principles, and business practices related to project, plant, and facilities operations and maintenance management.	4 3 2 1 0
Basis:	
2. Factor: Ability to conduct field review, monitor, analyze, and evaluate the effectiveness of contractor performance and contractor's control systems in planning, scheduling, and execution of activities.	4 3 2 1 0
Basis:	
3. Factor: Skill in written and oral presentations of reports, results of reviews, etc.	4 3 2 1 0
Basis:	
4. Factor: Ability to develop and maintain effective working relationships with contractors, contract administrators, and the public and private sector.	4 3 2 1 0
Basis:	
5. Factor: Knowledge of environmental, health, and safety aspects of facility operations, maintenance, and construction.	4 3 2 1 0
Basis:	

1/ Please state duties, tasks, etc. upon which the "Level of Performance" rating is based.

2/ Please circle appropriate level. Descriptions are on the reverse.

LEVELS OF PERFORMANCE

Points	Description
4	Identifies an employee whose typical performance is "Superior with respect to the <u>specific</u> factor being rated, i.e., an employee whose proficiency is clearly above the fully satisfactory level in <u>every</u> respect.
3	Identifies an employee whose typical performance <u>substantially</u> exceeds the fully satisfactory level on the specific factor being rated in one or more, <u>but</u> not all aspects. However, all aspects are <u>at least</u> fully satisfactory.
2	Identifies an employee whose typical performance is "Acceptable" with respect to the specific factor being rated, i.e., an employee whose proficiency would characterize the fully satisfactory employee in every respect.
1	Identifies an employee whose typical performance is substantially <u>less</u> than fully satisfactory on the specific factor being rated in one or more aspects.
0	Identifies an employee whom the superior is unable to appraise because of inadequate opportunity to observe the employee's performance with respect to <u>the specific factor being rated</u> .

Narrative: (Attach additional sheets if needed.)

IN WHAT CAPACITY ARE YOU MAKING THIS APPRAISAL? (Please (✓) as appropriate)

- | | |
|---|---|
| <input type="checkbox"/> Present Immediate Supervisor | <input type="checkbox"/> Present 2nd Level Supervisor |
| <input type="checkbox"/> Former Immediate Supervisor | <input type="checkbox"/> Former 2nd Level Supervisor |
| <input type="checkbox"/> Other (Specify) | |

Period During Which You Supervised the Applicant:

From:

To:

APPRAISER:

(Name)

(Signature)

(Date)

U.S. Department of Energy
Office of Human Resources
Application Information Requirements

As of December 31, 1994, the Federal Government does not require a standard application form for most jobs. However, certain information is needed to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. Here's what your resume' or application must contain (in addition to any specific information requested in the vacancy announcement):

VACANCY INFORMATION

- o Announcement number, and title and grade(s) of the job for which your are applying

PERSONAL INFORMATION

- o Full name, mailing address (with Zip code) and day and evening phone numbers (with area code)
- o Social Security Number
- o Country of Citizenship (most Federal jobs require United States citizenship)
- o Veterans' preference
- o Reinstatement eligibility (If requested, attach SF-50 proof of your career or career-conditional status)
- o Highest Federal civilian grade held (Also give job series and dates held)

EDUCATION

- o High School name, City, and State (ZIP Code, if known) Date of diploma or GED
- o Colleges or Universities name, City, and State (ZIP Code, if known)
 - Majors
 - Type and year of any degrees received (If no degree, show total credits earned and indicate whether semester or quarter hours.
- o Send a copy of your college transcript if the job has a positive education requirement, or if education is substituted for the required experience.

WORK EXPERIENCE

- o Give the following information for your paid and nonpaid work experience related to the job for which you are applying. (Do not send job descriptions)
 - Job Title (include series and grade if Federal job)
 - Duties and accomplishments
 - Employer's name and address
 - Supervisor's name and phone number
 - Starting and ending dates (month and year)
 - Hours per week
 - Salary
 - If you describe more than one type of work for a particular job (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent in the performance of each different type of work.
- o Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- o **Job-related** training courses (title and year)
- o **Job-related** skills; for example, other languages, computer software/hardware, tools, machinery, typing speed
- o **Job-related** honors, awards, and special accomplishments; for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents unless requested.)

U.S. Department of Energy
APPLICANT DISABILITY, RACE/NATIONAL ORIGIN AND SEX IDENTIFICATION
(Please read the instructions and Privacy Act Statement before completing this form)

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 – GTN, Paperwork Reduction Project (1910-0600), U.S. Department of Energy, 1000 Independence Avenue, S.W. Washington, D.C. 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0600), Washington, D.C. 20503.

PRIVACY ACT STATEMENT

This data is being collected to plan and evaluate the agency's recruitment of persons with disabilities, minorities and women, and to help ensure that agency personnel practices meet the requirements of Federal law and regulation. The data you supply will be used for statistical analysis only. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.** Failure to provide this information will have no effect on the processing of your application for Federal employment. Individual personnel selections are not made based on this information.

Authority: Sections 1302, 3301, 3302, 3304, and 7201 of Title 5 of the U.S. Code; Section 2000e of Title 42 U.S. Code; and Section 791 of Title 29 of the U.S. Code.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397 (November 22, 1943), which requires agencies to use the SSN as the means for identifying individuals in personnel information systems. It will be used only for that purpose. Submission of your SSN is voluntary and failure to furnish your SSN on this form will have no effect on your application.

Vacancy Announcement Number	Position Title, Series, Grade
Name (Last, First, Middle Initial)	Social Security Number
<div style="display: flex; justify-content: space-between;"><div>Sex</div><div>Male <input type="checkbox"/></div><div>Female <input type="checkbox"/></div></div>	

SECTION A. DISABILITY STATUS ☐☐

A person is disabled if he or she has a physical or mental impairment which substantially limits one or more major life activities. Please read the disability descriptions below and then write the two-digit numeric code in the box above which best describes your disability, if any. If you have more than one disability, choose the one which results in the most substantial limitation.

NOTE: Please place only ONE two-digit code number in the box.

- 05. I do not have a disability.
- 16. Total deafness in both ears, with or without understandable speech.
- 23. Inability to read ordinary size print, not correctable by glasses.
(can read oversize print or use assisting device).
- 25. Blind in both eyes (no usable vision; may have some light perception).
- 28. Missing one arm or one leg.
- 33. Missing both hands or both arms or both feet or both legs.

- 35. Missing one hand or arm and one foot or leg.
 - 64. Partial paralysis of both hands.
 - 65. Partial paralysis of both legs, any part, or both arms, any part.
 - 67. Partial paralysis of one side of the body, including one arm and one leg.
 - 68. Partial paralysis of three or more major parts of the body (arms and legs).
 - 71. Complete paralysis of both hands or both arms or both legs.
 - 72. Complete paralysis of one arm or one leg.
 - 76. Complete paralysis of lower half of body, including legs.
 - 77. Complete paralysis of one side of body, including one arm and one leg.
 - 78. Complete paralysis of three or more major parts (of body) (arms and legs).
 - 82. Convulsive disorder (e.g. epilepsy).
 - 90. Mental retardation (a chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a state vocational rehabilitation agency).
 - 91. Mental or emotional illness (a history of treatment for mental or emotional problems).
 - 92. Severe distortion of limbs and/or spine (e.g. dwarfism, severe distortion of the back).
 - 06. I have a disability, but it is not listed above. Describe: _____
-

SECTION B. RACE/NATIONAL ORIGIN

The categories below provide descriptions of race and national origins. Read the descriptions and then check the box next to the category with which you identify yourself. If you are of mixed race and/or national origin, select the category with which you most closely identify yourself. **NOTE: Please mark only ONE box.**

- | | | |
|--------------------------------------|--------------------------|---|
| A. American Indian or Alaskan Native | <input type="checkbox"/> | A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation. |
| B. Asian or Pacific Islander | <input type="checkbox"/> | A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. For example: China, India, Japan, Korea, the Philippine Islands, Samoa and Vietnam. |
| C. Black, not of Hispanic origin | <input type="checkbox"/> | A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. |
| D. Hispanic | <input type="checkbox"/> | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin. |
| E. White, not of Hispanic origin | <input type="checkbox"/> | A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American cultures or origins. |
| F. Other | <input type="checkbox"/> | A person not included in the above categories. |



Department of Energy
Strategic Petroleum Reserve Project Management Office
900 Commerce East
New Orleans, Louisiana 70123

JOB APPLICATION (SF-171) ACKNOWLEDGMENT

Name: _____

Address: _____

City: _____
STATE ZIP

VACANCY ANNOUNCEMENT NO. SPRPMO-03-09, General Engineer, GS-801-13

1. Your application was received in our office on _____.

2. You were found not eligible for this position for the following reason(s):

_____a. Your application did not show that you met the minimum Civil Service Qualification requirements stated in the vacancy announcement.

_____b. Your application did not show that you met the selective placement factors stated in the vacancy announcement.

_____c. Your application did not show that you met the specialized experience requirements.

_____d. You do not meet the one year time-in-grade requirement for promotion.

_____e. Your application was received after the announced closing date and not in time to be considered for the vacancy.

_____f. You did not sign and date your application form.

_____g. Other.

3. You were found to be qualified and given proper consideration; however,
_____ was selected for the position.

If you have questions concerning this vacancy, please contact Arvel Callwood at (504) 734-4722 or Dick O'Neill at (504) 734-4930.

Personnel Management Specialist